

The Smithfield Middle School PTSA Nominating Committee is now accepting nominations for the following officer positions for the 2016-2017 school year:

President
1st Vice President - Aide/Awards
2nd Vice President - Membership
3rd Vice President - Programs
4th Vice President - Budget/Finance
5th Vice President - Hospitality
Secretary
Treasurer

Please submit nominations for the above positions to the SMS PTSA Nominating Committee no later than **Friday, March 10**, and include the name of the nominee and a brief description of their qualifications. **Email submissions to webb743@sbcglobal.net**. The slate of officers will be posted by April 18, 2017 and presented to the membership for approval at the April 25, 2017 Association Meeting.

In addition, if you are interested in serving in an appointed board position, **please contact webb743@sbcglobal.net**. This information will be collected and handed over on April 25 to the newly elected President who will appoint these positions with the approval of the newly elected officers by May 25, 2017.

Descriptions of board positions and basic information about the board are attached. If you have any questions or need more information, please contact a member of the nominating committee:

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OVERVIEW

Smithfield Middle School (SMS) PTSA holds four general association meetings and four board meetings per year. All board members are to attend association and board meetings. Selling of Spirit Wear during back-to-school events is our only fundraising. SMS PTSA runs the student incentive program called the Raider Buck Store each six weeks. SMS PTSA also hosts Activity Nights, one in the fall and one in the spring. Remaining PTSA funds are used for grants for purchasing classroom supplies and teaching supplements that assist our faculty and students.

ELECTED OFFICERS

President:

- Serve as the presiding officer of SMS PTSA
- Coordinate the work of the officers and committees of the association, conduct and preside at meetings of the executive board and the association
- Establish and maintain SMS PTSA Calendar
- Represent the Local PTA as a delegate to Council PTA (when the Local PTA is in membership with Council PTA)
- Serve as member of all committees except the nominating and financial reconciliation committees.

1st VP – Aide/Awards:

- Serve as aide-to-the-president
- Solicit nominations for and present year-end awards (Life Memberships, Big Heart, etc.).

2nd VP – Membership:

- Recruit new members, organize, and conduct membership drives
- Compile an alphabetical list of association members with names and addresses and submit a dues report to Texas PTA
- Collect membership dues, work with handbook chairman to distribute membership cards and handbooks.

3rd VP - Programs:

- Plan and organize four regular association meetings (topics, speakers, etc).

4th VP - Budget and Finance (Fundraising / Spirit Wear):

- Coordinate and organize the school T-shirt fundraiser by choosing the artwork, ordering the T-shirts, and processing and filling student orders.

5th VP - Hospitality:

- Coordinate teacher/staff appreciation throughout the year by organizing volunteers to help provide refreshments, set up, serve and clean up. Events are typically Teacher Back to School Breakfast, Pie Day at Thanksgiving, Snack Bar at Valentines, and End of Year Lunch for Teachers.

Secretary:

- Record minutes of all executive board and association meetings, and maintain necessary records according to Texas PTA and the SMS bylaws.

Treasurer:

- Maintain records of all funds according to the Texas PTA and SMS bylaws
- Present a financial report, both written and verbal, at every meeting of the SMS PTSA
- Complete and file all necessary tax documents.

APPOINTED BOARD POSITIONS

Parliamentarian:

- Advise the presiding officer on questions of parliamentary procedure.

Student Incentives (Raider Buck Store):

- Organize all aspects of the Raider Buck Store
- Purchase the incentive items with PTSA funds and coordinate volunteers to work the store.

Activity Night:

- Organize a Fall and a Spring Activity Night by advertising, selecting and scheduling vendors, activities and entertainment
- Coordinate ticket sales, food, SMS staff and volunteers.

Handbook & Directory:

- Solicit advertising to offset the cost of producing the PTSA handbook
- Obtain all information needed for the handbook and submit to the printer
- Distribute the completed handbook to SMS PTSA members (one per family) with the help of the Membership Chairperson.

Virtual Communications:

- Publish eNewsletter and maintain the PTSA website
- Provide both PTSA & SMS information and school announcements through various media.

Arts in Education (Reflections):

- Coordinate and encourage our school's participation in the Reflections contest in the fall
- Collect entries, arrange for non-partial judges, prepare advancing entries per Texas PTA requirements, and sending them to Council before the entry deadline.

Health & Welfare:

- Coordinate volunteers for the Clothes Connection at our school's designated times
- Conduct food drives, clothing drives, etc. to benefit our community and coordinate these efforts with the principal, nurse, and/or counselor
- Work with the school counselor to promote Red Ribbon Week.

Labels: Exceptional Child:

- Organize the Boxtops 4 Education and Campbell's Soup Labels by gathering and submitting them by mail before the deadlines.

Character & Spiritual:

- Offer a devotional or inspirational thought at all association and executive board meetings

Legislation:

- Update the PTSA Board and association on any news, bills & information making its way through the State Legislature.

Council Delegates:

- Attend all regular meetings of the Birdville Council PTA
- Report to the executive board and association on the Council meetings
- Ensure that PTA obligations to the Council are met
- Responsible for Founder's Day Silent Auction Basket and refreshments for BISD Council hospitality events.

Environmental:

- Develop programs and projects that will enhance the beauty of the school and community and encourage environmental responsibility for students and the general public
- Be responsible for coordinating and encouraging our school's participation in the Texas PTA Environmental contest.